横須賀基地空席広報		広報番号 : Announcement No.	NE-HPT-168-06(OUF)		
			1st Cut Off: 25 Sep 06		
			募集締切日:	10 th and 25 th of each	
VACANCY ANNOUNG	CEMENT		Closing Date	month until filled after	
****** Open Until Filled ******			Closing Date	the 1 st cut off	
Open onth rined		発行日:			
			Date of Issue	1 Sep 06	
1.職種名 Job title (等級 Grade 4 / 語学等級 LAD N/A) 募集人数		4.募集範囲 Area of Consideration			
Counter Attendant F/A #2039 No. of Recruitment		図 現 MLC/IHA 従業員(部隊内)			
Counter Attendant 1/11 1/2039		Current MLC/IHA Employee within Activity			
┃ (カウンターアテンダントフォアマン A) 1名		│ ☑ 現 MLC/IHA 従業員(通勤圏内)			
				mployee in commuting	
□ 事務系 (Administrative) ☑ 技能系 (Blue Collar Trade)			distance		
2.部隊 Activity			□ 現 MLC/IHA 従業員(全在日米軍)		
1 · · · · · · · · · · · · · · · · · · ·			Current MLC/IHA Employee Japan Wide		
Navy Exchange, Yokosuka, Japan			☑ 外部 Off Base Applicant		
Food Services Department Taco Bell			5.雇用の種類 Type o	of Employment	
				⊠ нрт	
勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka				□ HP1 時給 950 円	
3.勤務時間 Work Schedule (週 32 - 40 時間制 hrww)			□ 常用 Permanent	* ***	
勤務日 Work Days 4-5 days/week			□ 限定 Limited Ter	m (カ月 Months)	
勤務時間 Work Hours 8 hours/ day between 1000-2245					
Designated Rest Day (Mon, Tue or Wed)					
and Designated Non-Work Day					
休憩 Recess Period 45 min /day					
□ 夜勤 Night Shift					
6.職務内容 Duties					
Serves as a working leader. Performs the full range of work in the trade involved and as pacesetter of the group of fifteen Counter					
Attendants performs the more difficult tasks as required. Is responsible for overall use and care of tools, equipment and supplies.					
Maintains group discipline and enforces safety regulations. Prepares, cooks and serves food/ soft drinks/ ice cream dishes to customers or					
to waiters over the counter. May serve food from a steam table, at a lunch counter or cafeteria. Receives payment from customer and					
makes change or issues food checks which are given to the cashier. May perform various other duties, such as selling candy, gum,					
cigarettes and others. Performs other related or incidental duties as assigned.					
7.資格要件/身体条件 Qualification / Physical Requirements					
a. Knowledge of customer service concepts and practices.					
b. Ability to cut with the use of a knife and to cook of meat, fish and vegetables.					
d. Ability to operate a cash register, count cash and accurately make change.					
e. Ability to supervise subordinate employees.					
f. Ability to speak, read and write at elementary proficiency level.					
*A handicapped applicant may be accepted, depending on the degree and kind of disability.					
英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional					
学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: N/A					
8.提出するもの Application and Associated Documents				職務状況 Working Condition	
* 図 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil				Works on holidays and	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* ☑ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil	Works on holidays and
* □ 専門職務経歴書 Resume of Specialized Work Experience (HROY From) http://hro.cnfj.navy.mil	irregular schedule.
*の記入は *Complete in □日本語で Japanese ⊠ 英語で English □ どちらでも Either	休日出勤および
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)	不規則勤務あり
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)	
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	
For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	
図 外部応募者でハローワークからの紹介者は、ハローワーク紹介状	
For applicant referred from Hello Work, "Hello Work Referral Card"	

9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違いの無い様、 郵送/提出して下さい。 募集締切日必着。

Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町1番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22

米海軍横須賀基地日本人雇用課 (N132) COMN

 $COMNAVFJORJAPAN, Human\ Resources\ Office\ (HRO)\ Yokosuka$

内線/Extension 243-8152 JN Employment Division (N132)

*部隊担当者名 Office/POC: NEX 人事課, 軍電 (DSN) 243-5149.

2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階

₹238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

(独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係

Management Section

電話番号 Phone 046-828-6959

受付時間:月曜-金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

PD No.: NEX-TACO-005-PT PD is accurate and current. Certified by Activity: tb HRO: ah 8/30

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

HPT-Hourly Pay Temporary (日本政府雇用・時給制臨時雇用従業員)

契約期間-1年を越えない期間 (その後更新の可能性あり)

交通費支給。勤務時間が週30時間以上の場合、社会保険の保障があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。